

KOREAN DEFENSE SERVICE MEDAL
INSTRUCTIONS FOR SELF CERTIFICATION DOCUMENT

***** NOTE *****

AS AN EXCEPTION TO POLICY NAVY PERSONNEL THAT QUALIFIED FOR THE ARMED FORCES EXPEDITIONARY MEDAL DURING THE PERIOD OF 1 OCTOBER 1966 TO 30 JUNE 1974 WILL BE ELIGIBLE FOR BOTH THE ARMED FORCES EXPEDITIONARY MEDAL AND KOREAN DEFENSE SERVICE MEDAL

NAVADMIN 099/04 message announced the authorization of the Korean Defense Service Medal (KDSM). The KDSM is retroactive to 28 July 1954.

Navy personnel that may not have sufficient records to verify their eligibility for the KDSM, may still be eligible for this award if they can provide all of the information on the Self Certification Document found on page 3 of these instructions.

Instructions for Self Certification Document: To utilize this document for consideration of eligibility for the KDSM, Navy personnel must do the following:

- (1) Complete the Self Certification Document in its entirety. A legible (typed or printed) letter containing all the required information will constitute a valid substitution for the Self Certification Document. Have the Self Certified Document notarized.
- (2) If applicable, attach a photo copy of any records you may have to establish presence in Korea (PCS/TAD orders, Fit Rep, flight log book etc.- no originals please).
- (3) Make a copy of the completed and notarized document for your own personal records.
- (4) Submit the completed and notarized original document according to your status as listed below:
 - **Active Duty and Reserve Personnel:** Awarding authority rests with Commanding Officers authorized to award the Navy and Marine Corps Achievement Medal. Submit documents to your Commanding Officer via your chain of command.
 - **Retired or Former Navy Personnel:** Must submit a request indicating unit and dates assigned, current mailing address, a copy of the undeleted DD-214 and copies of any documentation supporting service in Korea. Submit your document to the applicable address as follows:

- (a) Navy Personnel separated before 1 Jan 1996,
submit document to:

National Personnel Records Center
Navy Personnel Command
1 Archives Drive
St. Louis, MO 63115-5020

- (b) Navy Personnel separated on 1 Jan 1996 or later,
submit document to:

Navy Personnel Command (PERS 312E)
5720 Integrity Drive
Millington, TN 38055-3120

**KOREAN DEFENSE SERVICE MEDAL
SELF-CERTIFICATION DOCUMENT**

By this document, I hereby request the Korean Defense Service Medal (KDSM), and correction of my DD 214 (if applicable) and my official military record. I attest to the fact that I served in the Area of Eligibility (AOE), and I meet the criteria for this award as defined in NAVADMIN 099/04.

Full Name: _____ Rank/Grade: _____ SSN: _____

Date of Birth: _____ Service No. (if applicable): _____ Phone No: _____

Complete Mailing Address: _____

Unit Assigned/TAD while in Korea: _____

Base Location/Name of Exercise/Operation in Korea: _____

Dates in AOE: _____ to _____ Additional dates in AOE: _____
(Day/Month/Yr) (Day/Month/Yr)

The information provided is true and accurate to the best of my recollection. Based on the information provided, I believe that I am eligible for the KDSM.

FULL SIGNATURE

DATE

**ACKNOWLEDGEMENT BY A PERSON AUTHORIZED TO ACT AS A MILITARY NOTARY
PURSUANT TO TITLE 10 USC SEC 1044A**

At _____, the forgoing Self-Certification Document was acknowledged before me by
(LOCATION)

_____, this _____ day of _____, _____. I do further certify
(NAME OF REQUESTOR) (DAY) (MONTH) (YEAR)

that I am a person in the service of the U.S. Armed Forces authorized the general powers of a notary public under Title 10 U.S.C. Sec 1044a and JAGMAN Chapter IX.

PRINT NAME, GRADE, SERVICE

SIGNATURE

(NO SEAL REQUIRED FOR MILITARY NOTARY)

OR ACKNOWLEDGEMENT BY NOTARY PUBLIC

STATE OF: _____ COUNTY OF: _____. The foregoing Self-Certification Document was acknowledged before me this _____ day of _____, _____.

PRINT NAME

SIGNATURE

My commission expires: _____

SEAL